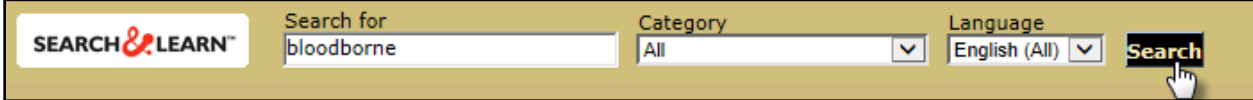# SkillSoft Step-by-Step Guide
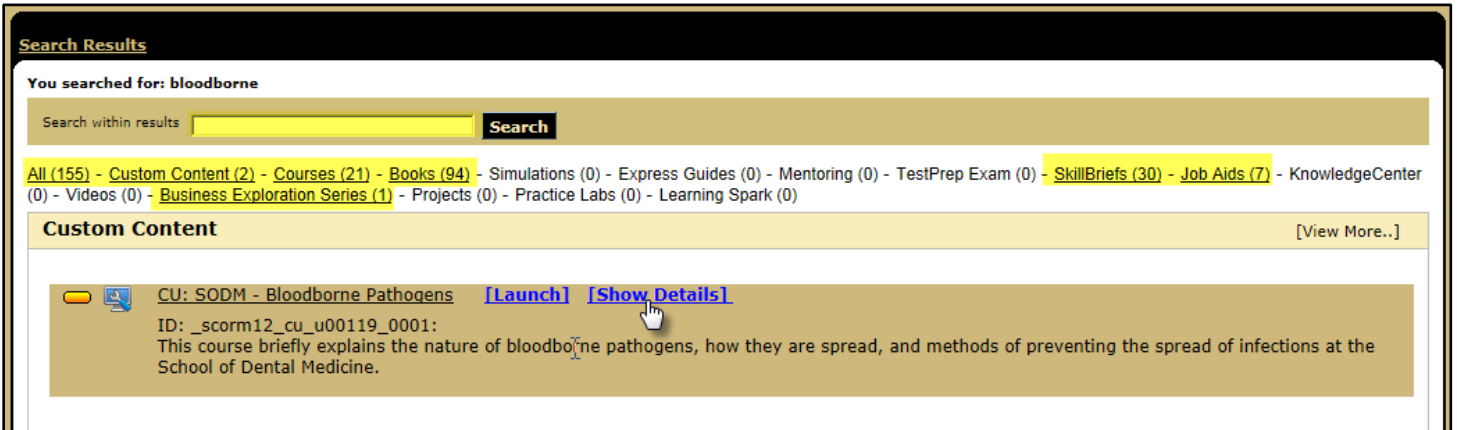
Searching for Online Content

To search for content in SkillSoft:

1. Log in to the university portal.

2. From the **Resources** tab, click **Training**.

3. Click **Start SkillSoft**. The SEARCH&LEARN banner at the top of the page provides tools for searching SkillSoft:

4. Type a keyword or phrase in the **Search for** box.

   Note: You can enter a word, a phrase, or groups of words connected with "and," "or," or "not."
   Phrases should be groups of words enclosed in quotation marks.

5. Select a learning category from the **Category** list box.

6. Click **Search**.

7. From the results that display, you can:

   - Select any of the category links at the top of the page to display items in that category.

   - Narrow the results by entering a word or phrase in the **Search within results** box.

   - Display additional details for an item by clicking **[Show Details]**.

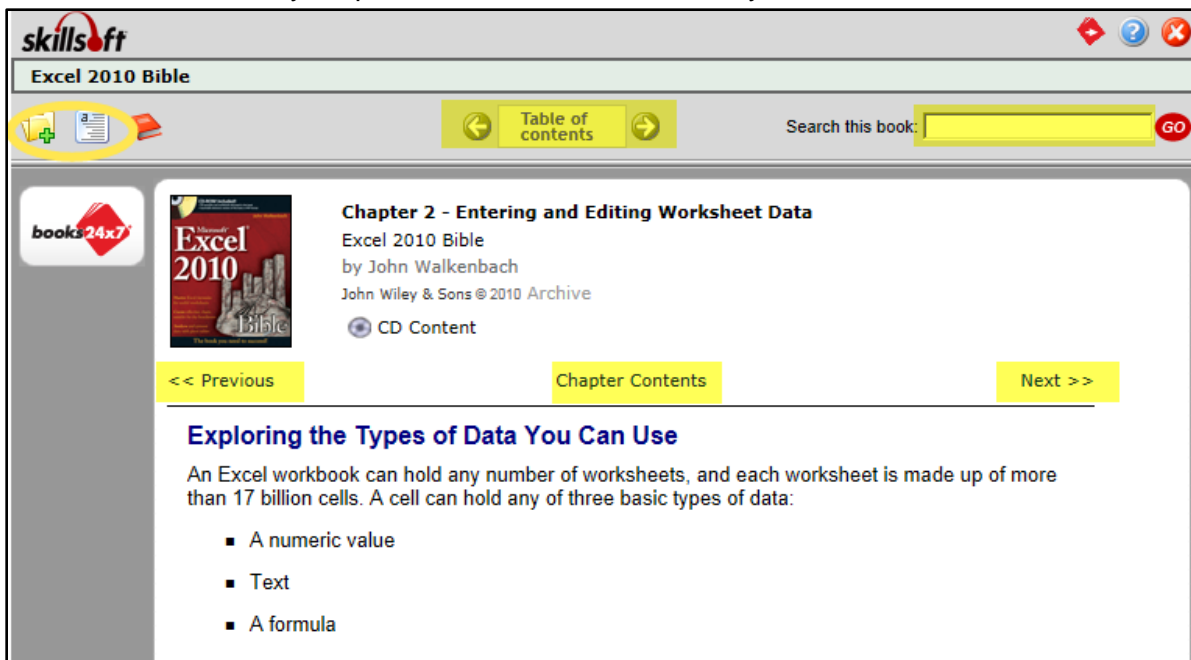The following image highlights where you can perform these actions:

Accessing Books24x7 Using SkillSoft

You can search for online books using the same procedure above. To access the list of books, click the category link, **Books (*n*)**, that appears at the top of the Search Results page; for example, in the previous image, Books (94) appears.

To access an online book in Books24x7:

1. From the list of books, hover your mouse pointer over the title you are interested in.

2. Click **[Launch]**. The book opens in a new browser window. (You will not see the [Launch] link unless your mouse pointer is over the title.)

3. After you open a book, you can:
   - Search for information by typing a keyword or phrase in the **Search this book** box.
   - Select a link to a chapter that you would like to read.
     When reading a chapter, you can:
     ◦ Use the navigation tools at the top of the browser to return to the table of contents.
     ◦ Use the links at the top of the chapter to go to the previous or next page, or return to the chapter contents.
     ◦ Add a bookmark or note to the chapter.
     ◦ Add the book to your plan, which saves the book to your default bookshelf in Books24x7.

Note: You must have Java enabled on your browser to launch SkillSoft content. You do not need Java if you are accessing custom courses in SkillSoft (listed under University of Colorado – Courses folder).

For More Information:
- Employee Learning and Development (ELD) website: https://www.cu.edu./eld/resources
- ELD e-mail: system.training@cu.edu
- Run a browser compatibility check at: http://browser.skillport.com/bh/default.asp
- Campus IT Helpdesks: https://www.cusys.edu/eld-catalog/docs/skillsoft/ITHellpdeskContacts.pdf